

**STATE OF WASHINGTON  
OFFICE OF THE SECRETARY OF STATE  
OLYMPIA, WASHINGTON  
REQUEST FOR PROPOSALS  
RFP NO. 16-01  
AMENDMENT 4**

RFP 16-01 is amended as follows:

**1.1 PURPOSE AND BACKGROUND** is modified as follows:

Replace (see Exhibits C through M) with (see Exhibits C through P).

**2.2 ESTIMATED SCHEDULE OF PROCUREMENT ACTIVITIES** is revised with changes as indicated in bold as follows:

Issue Request for Proposals	7/20/2015
Question and answer period	7/20/2015- <b>8/20/2015</b>
Last date for questions regarding RFP	<b>8/20/2015</b>
Preproposal conference	8/10/2015
Place Q&As from preproposal conference by end of day	8/12/2015
Place complete list of Q&As on WEBS and OSOS web site	<b>8/24/2015</b>
Last amendment to RFP	<b>8/25/2015</b>
Last day for complaint	<b>8/27/2015</b>
Proposals due	<b>9/3/2015</b>
Evaluate proposals	<b>9/4/2015</b> -9/11/2015
Conduct oral interviews with finalists, if required	9/28/2015-9/30/2015
Announce "Apparent Successful Bidder" (ASB) and send notification via fax or e-mail to unsuccessful proposers	10/14/2015
Hold debriefing conferences	See 4.5
Protest	See 4.6
Negotiate contract	10/14/2015-10/30/2015
Begin contract work	11/1/2015

**3.4 COST PROPOSAL**

**A. Identification of Costs (SCORED)** is deleted and replaced with the following:

Project costs are to be identified per deliverable. The Consultant is to submit a fully detailed budget including staff costs and any expenses necessary per prescribed deliverable to accomplish the tasks and to produce the deliverables under the contract. Each deliverable will be billable upon acceptance by OSOS and will be billable at the amount of the cost proposal for the given deliverable item.

OSOS will retain 20% of each billable deliverable to be paid at the time of acceptance of the final project deliverable.

**Support and maintenance costs** for a period of five years post deployment must be included and described, if applicable.

**Licensing costs** for implementation and five years beyond must be included and detailed.

The sum of project costs, support and maintenance costs and licensing costs will equal **total cost**.

Consultants are required to collect and pay Washington state sales tax, if applicable.

Costs for subcontractors are to be broken out separately. Please note if any subcontractors are certified by the Office of Minority and Women's Business Enterprises.

**5. RFP EXHIBITS** - Original Exhibit C file was faulty. Please see "Replacement file Service Catalog" posted with Amendment 3. The following are added to the Exhibits:

- Exhibit N **Data Conversion and Migration Specifications**
- Exhibit O **Existing Data Model**
- Exhibit P **Technical Admin Manual (existing system)**